



## CITY OF ALLENTOWN ANNOUNCEMENT

THE CITY OF ALLENTOWN IS RECRUITING APPLICANTS TO  
ESTABLISH A NON-COMPETITIVE POLICE OFFICER ELIGIBILITY LIST  
[UNDER BILL 66 – CITY ORDINANCE 14929](#)

### **TITLE:**

**POLICE OFFICER**  
Department of Police

### **REQUIREMENTS:**

Applicants **MUST** possess current and active ACT 120 Certification in Pennsylvania or be certified as a Police Officer in another state whose certification is recognized by the Commonwealth of Pennsylvania

- Be a citizen of the United States
- Be at least 20 years old when filing an application and at least 21 years old when appointed to the position of Police Officer
- Possess a high school or a graduate equivalency diploma
- Possess a valid motor vehicle operator's license
- The applicant must hold current certification as a police officer by the Commonwealth of Pennsylvania under the Municipal Police Officers' Education and Training Program pursuant to 53 P.S. § 740, as amended, or must be certified by another state whose certification is recognized by the Commonwealth of Pennsylvania or have successfully completed Act 120 qualification training and be able to obtain Pennsylvania municipal police officer certification.

Out of state Officers must complete the certification challenge examination prior to employment.  
For more information and to schedule this appointment please visit:

<https://mpoetc.psp.pa.gov/training/Pages/Transfers-for-Out-of-State-Law-Enforcement-Officers.aspx>

**Non-refundable application fee of \$30.00 (certified money order or bank check) must be returned with the application. Cash and personal checks will not be accepted.**

### **SALARY:**

\$64,511.00 per year with excellent benefits and vacation

### **HOW TO APPLY:**

On our website at [www.allentownpa.gov](http://www.allentownpa.gov) or in-person at:  
City of Allentown  
City Hall, Human Resources Department, Room 233  
435 W. Hamilton Street  
Allentown, PA 18101-1699

### **DUE DATE:**

Applications must be received at the Front Desk Receptionist in City Hall, 435 Hamilton Street, Allentown, PA 18101, no later than Monday, February 21, 2022, at 4:30 p.m. **Applications received after the deadline will not be considered, no matter when post marked.**

The Civil Service Board Rules regarding hiring procedures which includes a listing of Automatic Eligibility Disqualifications (Part III, Rule I, Section 4) can be found on the following page. For a complete set of rules, please visit: [www.allentownpa.gov/civilserviceboard](http://www.allentownpa.gov/civilserviceboard).

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment. **EOE**

## **City of Allentown Civil Service Board Rules Governing Appointment of Police Officers**

### **Section 4. Automatic Eligibility Disqualifications**

The Board shall not examine an applicant or, after examination, shall not place an applicant upon the eligibility list or certify the applicant for employment if it determines that one or more of the following disqualifications applies to the applicant:

- a) Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b) Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
- c) Was dishonorably discharged from any branch of the military service.
- d) Failed to register with the Selective Service System.
- e) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Police Department, including, without limitation, polygraph and interview.
- f) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- g) Has been convicted of False Swearing (18 Pa.C.S. § 4903), Unsworn Falsification to Authorities (18 Pa.C.S. § 4904) or an equivalent offense in another state.
- h) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- i) Has engaged in the following drug usage:
  - 1. Any use of Marijuana within (1) year preceding their date of application for employment, regardless of the location of use (even if marijuana usage was legal in that jurisdiction). "Marijuana" is defined as any form of marijuana containing tetrahydrocannabinol (THC), including without limitation, cannabis, hashish, and hash oil, in either synthetic or natural forms.
  - 2. The sale, distribution, manufacture or transport of any illegal drug or controlled substance for profit, without legal authorization.
  - 3. The use of a prescription drug considered a controlled substance, without a prescription, within one (1) year preceding their date of application for employment.
  - 4. A pattern of abuse of a prescription drug considered a controlled substance, without a prescription, that occurs at any time within five (5) years preceding their date of application.
  - 5. The use, at any time, of methamphetamine, heroin, cocaine or any derivative of these drugs.
  - 6. The use of an anabolic steroid without a prescription within five (5) years preceding their date of application for employment.
  - 7. The illegal use of any other drug or controlled substance not mentioned above within five (5) years preceding their date of application for employment.
- j) Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- k) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- l) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.

- m) Has at any time had his or her driver's license revoked in any state.
- n) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- o) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- p) Displays or demonstrates anti-government, racist or hate related ideologies, or maintains membership in a group that displays or demonstrates anti-government, racist or hate related ideologies.
- q) Has been disqualified on two (2) prior occasions when applying for a Civil Service Position with the City of Allentown Police Department.
- r) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
  - 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
  - 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
  - 3. Drivers required to be licensed (75 Pa.C.S. §1501).
  - 4. Required financial responsibility (75 Pa.C.S. §1786).
  - 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
  - 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
  - 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
  - 8. Racing on highway (75 Pa.C.S. §3367).
  - 9. Reckless driving (75 Pa.C.S. §3736).
  - 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
  - 11. False reports (75 Pa.C.S. §3748).

City of Allentown  
Position Description

Class Title: Patrolman  
Grade Number: 02P  
Department: Police  
Union: FOP

**GENERAL PURPOSE**

Performs a variety of duties as outlined below.

**SUPERVISION RECEIVED**

Works under the supervision of the Sergeants, Lieutenants, Captains, Assistant Chiefs of Police and the Chief of Police.

**SUPERVISION EXERCISED**

May exercise supervision over civilians and/or para-police employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the direction of a police supervisor, works from department policies and procedures to accomplish the following tasks, including, but not limited to:

- Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Allentown.
- Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes and ordinances in order to ensure action in accordance with the legal requirements.
- Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination; right to counsel; arrest, search and seizure; interrogation and confessions; and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
- Operate a police vehicle within assigned geographic area at the direction of supervisor or own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
- Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
- Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and Department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
- Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
- Execute warrants in conformance with legal requirements and Department policies and procedures in order to comply with court order.

- Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
- Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and arrested persons.
- Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.
- Counsel juveniles and adults and when deemed appropriate refer them to the person or agencies where they can obtain further assistance.
- Strive to maintain self in good health and physical condition.
- Assist any other officer in the preliminary or follow-up investigation of a case.
- Assist prosecuting attorneys in the preparation of court cases and, when required, testify at all judicial trials and hearings.
- Assist and comply with the procedures of the Lehigh County Courts, Prison, Detention and Juvenile Probation Office.
- Maintain a professional decorum and display a proper attitude in all dealings with citizens, superiors and other Department personnel.
- Promptly and properly prepare and submit the required reports obtained as a result of any official assignment or investigation.
- Attend training courses upon assignments to increase and enhance professional knowledge and skill levels.
- Make presentations and speeches to community organizations and groups, as assigned.
- Assist in the securing of crime scenes and in the gathering and processing of evidence.
- Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.
- Work with youth in Allentown to help them understand and comply with laws and set examples for youth.
- Provide any service that is necessary for the furtherance of the Department's mission and objectives.
- Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

### General:

- (A) Citizen of the United States.
- (B) Be at least 21 years old to be appointed to the position.
- (C) Valid motor vehicle operator's license.
- (D) Physically and mentally fit to perform the essential duties of a Patrolman.

### Education and Experience:

- (A) High school diploma or Graduate Equivalency Diploma.
- (B) Fulfill the written, physical, and oral examination requirements of the Allentown Police Civil Service Board for entry-level applicants.
- (C) Maintain Act 120 Certification.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Some skill in operating the tools and equipment listed below.
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.

- (C) Performs work requiring good physical condition.
- (D) Ability to communicate effectively orally and in writing.
- (E) Establish and maintain effective working relationships with subordinates, peers and supervisors.
- (F) Exercise sound judgment in evaluating situations and in decision making.
- (G) Ability to follow verbal and written instructions.
- (H) Ability to handle stressful situations.
- (I) Meet specific attendance and scheduling requirements.

### TOOLS AND EQUIPMENT USED

Requires the daily use of Police car and Police radio, handgun and other weapons as required, handcuffs, tasers, and first aid equipment. Also requires intensive daily use of personal computer and networked computer.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to stand, walk, use hands to operate tools, or controls, reach with hands and arms, climb or balance, kneel, crouch, or crawl.

### PHYSICAL DEMANDS

Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies.

### SELECTION GUIDELINES

Formal application, rating of education and experience, appropriate Civil Service Board testing including written, physical fitness, and oral interview; background check, credit, and reference check; psychological examination and medical evaluation, including drug panel screening required after employment offer; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



POLICE CIVIL SERVICE BOARD  
CITY OF ALLENTOWN, PENNSYLVANIA  
APPLICATION

**POLICE OFFICER EMPLOYMENT UNDER BILL 66 – CITY ORDINANCE 14929**

**INSTRUCTIONS:**

**APPLICATION PERIOD: MONDAY, DECEMBER 20, 2021 UNTIL MONDAY, FEBRUARY 21, 2022.**

**Applications are due no later than MONDAY, FEBRUARY 21, 2022, by 4:30 p.m. and MUST include a non-refundable application fee of \$30.00 (certified money order or bank check). Cash and personal checks will not be accepted.**

**APPLICANT MUST POSSESS CURRENT, ACTIVE ACT 120 CERTIFICATION IN PENNSYLVANIA OR BE CERTIFIED AS A POLICE OFFICER IN ANOTHER STATE IN ORDER TO APPLY (NO EXCEPTIONS);**

The applicant must hold current certification as a police officer by the Commonwealth of Pennsylvania under the Municipal Police Officer Education and Training Program pursuant to 53 P.S. § 740, as amended, or must be certified by another state whose certification is recognized by the Commonwealth of Pennsylvania or have successfully completed Act 120 qualification training and be able to obtain Pennsylvania municipal police officer certification.

Out of state Officers must complete the certification challenge examination prior to employment.

For more information and to schedule this appointment please visit:

<https://mpoetc.psp.pa.gov/training/Pages/Transfers-for-Out-of-State-Law-Enforcement-Officers.aspx>

Return the application and any supporting documentation (either by mail or in-person) to the Front Desk Receptionist, City Hall, 435 W. Hamilton Street, Allentown, PA 18101-1699. Office hours are Monday through Friday 8:00 a.m. through 4:30 p.m.

**Attach photocopies of the following documents to the application:**

- (1) High School Diploma or its equivalent from a State Department of Education.
- (2) Valid Driver's License.
- (3) ACT 120 Certification and/or Police Academy Certificate
- (4) College Transcripts, if applicable.
- (5) Military DD214 (with Member 4 attached), if applicable.
- (6) Certificate of Naturalization, if applicable.

Answer all the questions as completely as possible and attach all supporting required documentation.

**General Qualifications for Applicants**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Do you now possess a current valid driver's license?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Are you at least twenty (20) years old?<br>(You must be twenty-one (21) years old at the time of appointment.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you possess a High School Diploma or Certified Equivalent?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are you a U.S. Citizen?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are you currently ACT 120 Certified or its equivalent?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are you claiming Veteran's Preference?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. If yes, can you provide a non-returnable copy of a DD214 (Member 4)?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**PLEASE PRINT**

**Name** \_\_\_\_\_  
First Middle Last

**Current Address** \_\_\_\_\_  
Number Street City State Zip Code

List previous addresses if your residence has changed within the last 10 years.

Address	From	To

Social Security Number \_\_\_\_\_

Cell Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Do you currently possess a current and active Act 120 Certification? Yes ☐ No ☐

If you are not currently Act 120 Certified, do you possess a current and active certification for Police Officer in another state? Yes ☐ No ☐

Name of Police Academy that you attended: \_\_\_\_\_

Years Attended: \_\_\_\_\_

Are you a citizen of the United States? Yes ☐ No ☐

Do you have a valid Driver's License? Yes ☐ No ☐

Driver's License Number \_\_\_\_\_ State of issue \_\_\_\_\_

☐ Operator ☐ Commercial (CDL) A ☐ B ☐



Name the schools you attended. Please provide the date you graduated and course of study. (If you did not graduate, list last date attended.)

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

List any Police related experience and/or education. \_\_\_\_\_

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, provide the name. Attach additional sheets if necessary.

Name of Employer: Address:  City, State, Zip Code:  Phone Number:	<i>Name of Last Supervisor</i>	<i>Employment Dates</i>	<i>Hourly Rate or Salary</i>
		From:	Start:
		To:	Final:
Your last job title:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer: Address:  City, State, Zip Code:  Phone Number:	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Hourly Rate or Salary</b>
		From:	Start:
		To:	Final:
Your last job title:			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer: Address:  City, State, Zip Code:  Phone Number:	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Hourly Rate or Salary</b>
		From:	Start:
		To:	Final:
Your last job title:			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes ☐ No ☐

Have you ever been dismissed or asked to resign from a position? Yes ☐ No ☐

If so, please explain. \_\_\_\_\_

Have you ever been employed by the City of Allentown? Yes ☐ No ☐

If yes, in what capacity and when? \_\_\_\_\_

Have you ever been convicted of a crime, pleaded guilty to a crime, pleaded nolo contendere to a crime, or been placed on Accelerated Rehabilitative Disposition or its equivalent? (Conviction will not necessarily disqualify you from employment)    Yes ☐                      No ☐

If yes, explain number of conviction (s), nature of offense (s) leading to conviction (s), how recently such offense (s) was/were committed, sentence (s) imposed, and type (s) of rehabilitation.

MILITARY

Have you ever been in the Armed Forces?                      Yes ☐    No ☐  
Are you now a member of the National Guard?                      Yes ☐    No ☐

Specialty \_\_\_\_\_ Date entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Did you receive an Honorable Discharge?                      Yes ☐    No ☐

REFERENCES

List names and addresses of three references other than relatives, previous employers, or current/former City employees.

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
  
Address \_\_\_\_\_  
\_\_\_\_\_  
  
Telephone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
  
Address \_\_\_\_\_  
\_\_\_\_\_  
  
Telephone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
  
Telephone (\_\_\_\_) \_\_\_\_\_

**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by the City of Allentown, (hereinafter called "the City"), except where collective bargaining agreements exist, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Allentown, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and the City of Allentown may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contract.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of one hundred-eighty (180) days, and further that at any time during the probationary period, or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---



## CITY OF ALLENTOWN

### EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Allentown has a moral and legal commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, color, religion, sex, gender identity, sexual orientation, veterans status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability, marital status, use of support animals because of physical disability of any individual or independent contractor, or because the user is a handler or trainer of support or guide animals. We are also required to make periodic reports based on these categories and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment or job performance. It will be used for statistical purposes only and will be kept in a confidential file separate from the attached application for employment. Please note that completion of this form is not mandatory.

Thank you for your help in this matter.

Please check where applicable (see other side for explanation of categories):

- |   |  |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic or Latino) | <input type="checkbox"/> Asian or Pacific Islander         |
| <input type="checkbox"/> Black (Non-Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic or Latino             | <input type="checkbox"/> Handicapped or Disabled           |

Sex: ☐ Male

Date of Birth: \_\_\_\_\_

☐ Female

Age: \_\_\_\_\_

Are you a Veteran?      Yes ☐      No ☐

Are you a Disabled Veteran?      Yes ☐      No ☐

If yes, what is your VA disability rating? \_\_\_\_\_ %

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a) The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b) The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c) The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d) The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e) The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."



# MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive  
Harrisburg, Pennsylvania 17112-9748  
<http://www.psp.pa.gov/MPOETC>

## AUTHORIZATION AND RELEASE FORM

### REQUEST FOR EMPLOYMENT INFORMATION

The release of Employment Information to a prospective employing law enforcement agency during a background investigation is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for employment information must be in writing, accompanied by an original Authorization and Release Form signed by an applicant and an authorized representative of the law enforcement agency.

OFFICER LAST NAME	OFFICER FIRST NAME	OFFICER MIDDLE NAME/INITIAL	TELEPHONE	
OFFICER MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
OFFICER SSN		OFFICER DATE OF BIRTH	OFFICER DRIVER'S LICENSE NUMBER	

### REQUESTOR

LAW ENFORCEMENT AGENCY NAME	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

### AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the law enforcement agencies listed below to release ALL employment and separation records related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME

AGENCY NAME

AGENCY NAME

I hereby authorize the law enforcement agencies listed below to release ONLY those employment and separation records which are NOT protected by a confidentiality or non-disclosure agreement related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME

OFFICER SIGNATURE	DATE
WITNESS SIGNATURE	DATE
WITNESS PRINTED NAME	TITLE